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CORE - CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE
IMPACT ON SERVICE

25X1

WARNING NOTICE -
INTELLIGENCE SOURCES
AND METHODS INVOLVED



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EXECUTIVE SUMMARY

FUTURE EFFICIENCIES WITH ADVERSE
IMPACT ON SERVICETOTALS

	<u>SAVINGS</u>
Office of Information Services	\$ 100,000
Office of Medical Services	80,000
Office of Communications	261,000
Office of Logistics	340,855
Office of Security	250,000
Office of Training and Education	406,040
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TOTAL	\$ 1,437,895

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EXECUTIVE SUMMARY

FUTURE EFFICIENCIES WITH ADVERSE
IMPACT ON SERVICEOffice of Information Services

Abolish the Annual MG Support Officers Conference in Europe and the Far East	\$ 100,000
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Office of Medical Services

Reconstitute Medical Evaluation Program so Actual Evaluations are Given Less Frequently	80,000/Yr.
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Office of Communications

Reduction of Cable Dissemination File	30,000
Reduce Conferencing 	78,000
Eliminate Handwritten Corrections	30,000
Reproduction of Cables at Eight Lines Per Inch	123,000

Office of Logistics

Close the Executive Dining Room	73,316
Elimination of Early Morning and Afternoon Shuttles	73,539
Increase in Sea Shipments	194,000

Office of Security

Discontinue Short-Term Employee Program	140,000
Additional Guard Force Reductions	110,000

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EXECUTIVE SUMMARY

FUTURE EFFICIENCIES WITH ADVERSE
IMPACT ON SERVICEOffice of Training and Education

Elimination of Off-Campus Program	53,232
Elimination of Disseminating Information on External Training	31,155
Offer Language Programs on Fixed Schedule	180,000
Elimination of Special Language Programs	21,790
Conduct All Management Training at Chamber of Commerce Rather than []	20,000
Reduction in Number of Conferences []	80,000
Reduction of Course Duration/Frequency/Format	19,863

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FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

Office of Information Services

Activity Description	Current Positions	\$	Savings Positions	\$
Abolish the Annual MG Support Officers Conference in Europe or the Far East.				
Each year an annual MG Support Officers Conference is held in	None	100,000	None	100,000

conference. In addition, several officers from Headquarters attend both conferences on a TDY basis. The purpose of the conference is to improve communication and discuss problems of mutual concern. If deemed absolutely essential, a conference could be held on a biennial basis rather than annually.

Elimination of the conference would save the Government approximately \$100,000 per year in TDY travel costs and per diem. The marginal utility of the conference is more than offset by the savings in Government funds.

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FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

Office of Medical Services

Activity Description	Current Positions	\$	Savings Positions	\$
Reconstitute Medical Evaluation Program so Actual Evaluations are Given Less Frequently				\$80,000/Yr.
Reduction in Contractor Sessions and Processing Time				

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Approved For Release 2005/08/22 : CIA-RDP84-00933R000200230009-8

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FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

Office of Communications

Activity Description	Current Positions	\$	Savings Positions	\$
1. Reduction of Cable Dissemination File				
Reduce the cable dissemination file from a two-year file to a 60-day file. This would save approximately \$30,000 per year. Customers would be required to wait a minimum of 24 hours for service.	2	30,000	2	30,000
25X1 2. Reduce Conferencing 				
Eliminate CIA large office conferences (over 50 participants)		\$33,000		\$33,000
Eliminate CIA small conferences (less than 50 participants)		\$45,000		\$45,000
3. Eliminate Handwritten Corrections				
Eliminate all handwriting on cables and telepouches. Offices will be required to retype cables with handwritten corrections. This will save two positions at an equivalent of \$30,000 per year.	6	0	2	\$30,000

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CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

(CONTINUED)

Office of Communications

Activity Description	Current Positions	\$	Savings Positions	\$
4. Reproduction of Cables at Eight Lines Per Inch			10	\$123,000 25X1
<p>Advantages to conversion of the Cable Dissemination System (CDS) reproduction printers to eight lines per inch vice six should result in improved customer service. Based on a Cable Secretariat Branch (CSB) trial during April 1979, service to cable customers was improved because mailroom backlogs were significantly reduced.</p> <p>About 96 percent of all cables processed in CSB now are three pages or less, i.e., requiring reproduction using more than one sheet of paper. Going to eight lines per inch will provide an additional 25 percent print concentration on each cable page. This means that with eight lines per inch, all cable traffic to be reproduced will be two pages or less, i.e., requiring reproduction using only one sheet of paper per cable copy (one sheet cables will also require no stapling or collating prior to slotting).</p>				

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CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

(CONTINUED)

Office of Communications

Activity Description	Current Positions	\$	Savings Positions	\$
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Approximately 95 percent of all cables received for reproducing and processing will be able to be handled using one sheet of paper (front only or front and back).

Given the current traffic volume, some man power and overtime savings will occur. There will also be paper savings.

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FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

Office of Logistics

Activity Description	Current		Savings	
	Positions	\$	Positions	\$
1. Close the Executive Dining Room (EDR)	<div style="border: 1px solid black; width: 150px; height: 30px;"></div>	\$137,373 (FY 80)	<div style="border: 1px solid black; width: 40px; height: 30px;"></div>	\$73,316 25X1 (FY 82)

This efficiency entails the closing of that portion of the EDR not involved in the support of the DCI dining facility. Although much of the work in the two dining rooms is shared by almost the entire staff, closing the EDR section only would allow for a possible staff reduction

25X1

The EDR was originally established to provide the DCI, DDCI, and senior Agency officials with a facility which was physically secure and serviced by cleared personnel. Members who use the dining room, many of them under cover, can obtain a quick lunch while discussing matters of a classified nature.

Elimination of the EDR would save the Government \$73,316 in FY-1982. Should it close, it would have an impact on the morale of its current members by requiring most of them to patronize the GSI cafeteria on the first floor. The loss of the EDR and its staff would also cause the discontinuance of tray and coffee service and cocktail parties.

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CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

(CONTINUED)

Office of Logistics

Activity Description	Current Positions	\$	Savings Positions	\$
2. Elimination of Early Morning and Afternoon Shuttles				\$73,539 25X1

(Savings includes salary for one driver, plus overtime for ten)

Shuttle drivers normally work an eleven-hour day, beginning at 0700 and ending at 1830. Shuttle runs begin at 0730 and end at 1800 hrs. A significant number of passengers do ride each day commencing with the 0730 runs, and this is equally true through the 1730 runs in the afternoon. There are early morning meetings in Rosslyn, Office of Technical Service (OTS) complex, Community Headquarters Building (CHB), State, the Pentagon, and Chamber of Commerce that employees use shuttle service to attend. Conversely, late afternoon has the same requirements. However, the meetings could presumably be rescheduled to later in the day. Additionally, early and late shuttle runs are used by a number of employees as a means of getting to and from work. This policy, however, has been generally condoned for years, especially in short fuel situations. Disclaimers relieving the Government of all responsibility for passengers not on official business are posted in all shuttles. One position and \$73,539 could be saved.

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CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

(CONTINUED)

Office of Logistics

Activity Description	Current Positions	\$	Savings Positions	\$
3. Increase in Sea Shipments				\$194,000

Over the past several years the ratio of air cargo tonnage to sea cargo tonnage has steadily been increasing. In FY 80, this ratio almost reached a 50/50 balance with 735 tons being shipped by air and 740 shipped by sea. This trend toward increased air shipments has, in effect, caused more money to be spent for transportation charges and less cargo moved per dollar.

A reversal of this trend would most certainly be a potential area for cost savings. However, other factors such as less timely service to customers, an extended supply pipeline, and possibly enlarged storage facilities at overseas locations are factors which must also be considered. In FY 81, approximately 620 tons of cargo have been shipped by air at a cost of \$2,380,000 and 280 tons by sea at a cost of \$198,000. As can be seen from these figures, a diversion of 10 percent of air tonnage to sea shipment would result in a transportation savings of \$194,000.

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CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

Office of Security

Activity Description	Current Positions	\$	Savings Positions	\$
1. Discontinue Short-Term Employee Program	<input type="text"/>	\$135,000	<input type="text"/>	\$140,000*25X1

Short-term employee arrangements, such as the Summer Only, Urgan League, and various intern programs, require the aggregated efforts of Office of Security professionals and clerical employees annually. Approximately \$135,000 in Office of Security (OS) salaries could be saved.

This Office has long had reservations about the host of programs whereby individuals are brought in and exposed to very sensitive operations for a limited period and then returned to their previous workplace. Few, if any, of these initiatives would appear to justify the attendant security risks and the heavy administrative costs, including field investigations, the polygraphs and appraisals. The Summer-Only Program entails the additional disadvantages of exposing relatively immature people to classified information while benefiting the offspring of open employees only.

*Represents FY-1981 personnel costs plus the projected 4.8 percent cost-of-living raise rounded to the nearest thousand dollars.

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CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

(CONTINUED)

Office of Security

Activity Description	Current Positions	\$	Savings Positions	\$
2. Additional Guard Force Reductions		\$110,000		\$110,000

We have made significant cuts in our guard program without any unacceptable impact on security. There are still some reductions, however, which could be made. For example, the DCI garage requires a post that costs some \$60,000 per annum. The pedestrian tunnel entrance is another luxury requiring guard expenditures of over \$50,000 per year. We have proposed closing those entrances in the past and they have been controversial, to say the least. It is clear, however, there are still some convenience, rather than security-related, guard posts that could be cut.

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CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

Office of Training and Education

Activity Description	Current Positions	\$	Savings Positions	\$
1. Elimination of Off-Campus Program				
Eliminating the Program would save \$45,000 in tuition and registration fees, in addition to the 588 hours required by the Training Officer to administer the Program (\$8,232). Employees would be denied the opportunity to take college courses that are tailored to Agency needs, taught by Agency employees on Agency property (allows freedom of discussion not possible elsewhere), and still receive academic credit. In some cases, employees would have to attend more expensive universities, where a three-credit course could cost \$500.	0	\$53,232	0	\$53,232
2. Elimination of Disseminating Information on External Training	2	\$31,155	2	\$31,155
Eliminating the GS-08 Training Officer and GS-04 Clerk positions would result in a savings of \$31,155, but with adverse effects. There would be no centralized support for material on external training. Decentralization would result in component duplication of external training material, missed training opportunities by employees, and proliferation of vendor contact points.				

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CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

(CONTINUED)

Office of Training and Education

Activity Description	Current Positions	\$	Savings Positions	\$
3. Offer Language Programs on Fixed Schedule	<input type="text"/>	\$920,000	<input type="text"/>	\$180,000 25X1

The savings proposed are not possible unless students can begin on scheduled starting dates, reasonably sized classes can be formed, and ad hoc requests eliminated. In reality, it is not feasible to offer programs on a fixed schedule. Operational requirements have caused the DO to request enough special or ad hoc classes to necessitate the addition of 10 instructor positions for FY 83.

4. Elimination of Special Language Programs (total immersion, familiarization, etc.)	<input type="text"/>	\$575,000	0	\$21,790 25X1
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Special language programs increase student's language proficiency quickly in an environment which simulates the situation they will encounter when actually living in a foreign country. Experience has shown that participants in these programs increase their language proficiency from one-half to a

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CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

(CONTINUED)

Office of Training and Education

	Activity Description	Current Positions	\$	Savings Positions	\$
	full level in the three-week period. Total immersion also trains 10 to 12 people at the same time and exposes students to many different speakers of a language. This permits a contrast of different speaking styles. If these special programs were eliminated, the savings would involve compensatory time and overtime costs and administrative support costs, totaling \$21,790.				
25X1	5. Conduct all Management Training at Chamber of Commerce Rather Than []	0	\$20,000	0	\$20,000
25X1	Eliminating student costs for POV, air travel, meals and support services [] would result in an estimated savings of \$20,000. The adverse impact would greatly affect already overburdened classroom facilities at Chamber of Commerce.				
25X1	6. Reduction in Number of Conferences []	0	\$263,610	0	\$80,000
25X1	There are approximately 90 conferences per year [] with an average of 20 attendees for a				

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CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

(CONTINUED)

Office of Training and Education

Activity Description	Current Positions	\$	Savings Positions	\$
three-day period. Reducing conferences by 30 percent would have a savings of approximately \$80,000.				
7. Reduction of course duration/frequency/format	0	\$19,863	0	\$19,863

Reducing the Midcareer Course from five to four runnings per year would save about ten weeks of instructor time (\$5,184), five weeks of training assistant time (\$1,314), and other course costs per year.

Reducing the Introduction to CIA Course (ITCIA) would result in a savings of seven weeks a year of faculty and training assistant time (\$4,865). There would be added savings in student and guest lecturer time and use of physical facilities.

25X1 Conducting the Counseling Course at the Chamber of Commerce Building instead of [] would result in an \$8,500 savings annually (POV/air costs) with little decrease in course quality.

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CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

(CONTINUED)

Office of Training and Education

Activity Description	Current Positions	\$	Savings Positions	\$
OT&E cannot project costs at this time for the next two items but will report savings as they occur:				
(1) Use some TDY instructors 25X1 and reduce PCS assignments, and				
(2) Use more TV and less live presentations.				

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